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9:58 AM -- 13 February 1986

Note To:

From:

Subject: Secretarial Training Requirements

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The first priority for secretarial training is office procedure, i.e., understand the paper work flow, routine coordination points, w gets copies, that sort of thing. At the same time, new EOD's have to get some basic computer training - Basic VM, AIM, and word processing. Editing and proofing, filing, and office etiquette are also needed.

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